



P.O. Box 46

Kotzebue, Alaska 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Human Resources/Public Relations City Council Report

Welcomed one new employee across different departments.

Actively Advertising as of November 12, 2024

JOB TITLE	DEPARTMENT	FULL-TIME/PART-TIME
Administrative Assistant	Administration	Regular/Full-time
Police Officer	Police Department	Regular/Full-time
EMS/FIRE: First Responder	Fire Department	Regular/Full-time
Fire Chief	Fire Department	Regular/Full-time
Program Coordinator	Parks and Rec	Regular/Full-time
Rec Center Attendant	Parks and Rec	Regular/Full-time
Refuse Landfill Supervisor	Public Works	Regular/Full-time
Maintenance Worker	Public Works	Regular/Full-time

Key Accomplishments/Ongoing items:

1. **Personnel Management:** Processed multiple resignations and terminations, updated position records, and completed required paperwork for new hires.
2. **Interviews & Hiring:** Organized and facilitated interviews for various roles, managing pre- and post-interview paperwork for new hires and departmental transfers.
3. **Compliance & Documentation:** Ensured completion of mandatory HR documentation and coordinated with departments on outstanding compliance items.
4. **Community Engagement:** Strengthened community engagement by expanding the City's social media presence and providing timely updates on City initiatives.
5. **Training & Development:** Evaluated onboarding and training needs, developed job descriptions for newly advertised roles, and provided resources for employee growth and development.